May 24, 2010

PROSPECTIVE OFFERORS:

**REQUEST FOR PROPOSALS (RFP) FOR ASSET LOCATOR SERVICES
TIRNO-10-R-00001**

The purpose of this letter is to summarize the salient elements of the solicitation. This letter is not an integral part of the RFP. In the event of a conflict between the contents of this letter and the RFP, the RFP shall govern. Offerors are cautioned that the only person to be contacted for information regarding this requirement prior to contract award is Sherry F. Lutz, Contracting Officer.

This acquisition is unrestricted; competition is sought among large businesses and small business concerns.

Key Issues for Offerors

This acquisition is for commercial items and is conducted under the terms of Part 12 of the Federal Acquisition Regulation (FAR).

The contract will be awarded on a firm fixed price (FFP) basis. The period of performance is expected to be from a 12 month Base Period (September 1, 2010 through August 31, 2011), plus four one-year options. The Government reserves the right to change the requirements and the delivery dates, prior to contract award, as necessary to meet its needs. Should such changes occur, the offerors will be duly notified. The SF 1449. and its continuation sheets, plus paragraphs 1.0 through 17.0 of this RFP form the basis of the contractual relationship between the IRS and the selected contractors.

The Government reserves the right to make award without discussions of the proposals received. Therefore, it is most important that your proposal be submitted initially on the most favorable terms and that it comply with all instructions contained in the RFP.

The RFP does not commit the Government to pay costs incurred in the preparation and submission of a proposal, or to contract for any services or supplies.

All applicable sections of the Representations and Certifications, Section VI, must be completed and returned with your proposal, as well as the subcontracting plan in Section V, if applicable.

The proposal due date and time are set forth in Block 8 of the SF 1449, "Solicitation/Contract/Order for Commercial Items," page 1 of the RFP. The IRS prefers that offers be submitted via electronic mail, to sherry.f.lutz@irs.gov. Late proposals, modifications, and withdrawals of proposals shall be treated in accordance with Addendum to 52.212-1 Instructions to Offerors – Commercial Items (Aug 2009)" herein.

All technical questions concerning this solicitation must be in writing and should be received by 4:00 PM, Eastern Daylight Time, no later than fourteen calendar days prior to the closing date of thus solicitation. The IRS cannot guarantee timely answers to questions received after that date and time.

All proposals will be evaluated by the IRS on the basis of the technical and price considerations specified in paragraph 17.3 below Awards will be made to that firm or firms whose offer(s) is/are determined to provide the best value to the Government, all factors considered. Offerors should note that part of the technical evaluation will be based on past performance data gathered by the IRS from offerors' prior clients. In order to achieve maximum credit, offerors should ensure that contact names, addresses, and telephone numbers provided are current, complete and accurate.

Vendors may submit proposals for either Award Group 1: Online Web-Based Asset Locator Research Services; or Award Group 2: Offline Batch Processing" or both. Multiple contract awards by award groups are possible. Please be clear in your proposals with regard to which award group(s) you wish to be considered for.

Sherry F. Lutz is the designated Contracting Officer for this acquisition, and may be reached by facsimile at 202/283-1533 or at the e-mail address above. All written communication should cite the RFP number, TIRNO-10-R-00001, and should be sent to the address listed for the submission of offers in Block 9 of the RFP face page.

Sincerely,

Sherry F. Lutz, CPCM
Contracting Officer
Studies & Analysis Section
OS:A:P:B:B:B